

84-2674

DDI-0386484

2 JUL 1984

MEMORANDUM FOR: Director of Personnel

VIA : Director of Finance
Deputy Director for Intelligence

FROM : Clarus W. Rice
Director of Central Reference

SUBJECT : Proposal for Alternative Work Schedule

REFERENCE : [redacted] dated 1 April 1982, Subject: Experimental
Flexible and Compressed Work Schedules; [redacted]
dated 30 November 1982, Subject: Flexible and
Compressed Work Schedules

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1. This memorandum proposes a 5/4-9 alternative work schedule to be implemented by the Procurement Branch in the Map Services Division of the Office of Central Reference.

2. The Procurement Branch is responsible for the acquisition of foreign-produced maps and related geographic and cartographic reference aids to be used by analysts and policymakers within the Agency and throughout the Intelligence Community. [redacted]

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[redacted] This unit works in a relatively independent atmosphere, and at present interacts with several other offices and agencies which have similar flexible and compressed work schedules. The Procurement Branch has elected to test the 5/4-9 work plan.

3. [redacted] employees in the unit will participate in the proposed experimental schedule: The branch secretary and the [redacted] members of the Information Control Section will not take part; however, [redacted] remaining [redacted] employees will work a five-day week (44 hours) and a four-day week (36 hours) per pay period. Workdays will be nine hours long, with the exception of one day during this two-week period which will be an eight-hour day. Days off will be staggered so that at least [redacted] participating staff members will be present each day, including the supervisor or the senior staff person. In addition, employees have developed a system whereby each desk will be monitored by another staff person during scheduled absences. Individual schedules will be adjusted in order to provide adequate staffing between the normal work hours of 0800 and 1630.

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4. Implementation of the 5/4-9 schedule is not expected to significantly affect unit routine or productivity. This schedule seems to be in accordance with Agency policies and regulations.

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Clarus W. Rice

CONCUR:

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for Deputy Director for Intelligence

Date

15 JUL 1984

Director of Finance

Date

6 July 84

APPROVED:

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for Director of Personnel

ADD PAGE

Date

17 July 84

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